



Wyoming Department of Education

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MEMORANDUM NO. 2009-013

TO: School District Superintendents
Special Education Directors
Principals
Building PAWS Coordinators

FROM: Charlene Turner, Director of Alternate Assessment
Standards and Assessment Unit

DATE: January 28, 2009

SUBJECT: 2009 PAWS-ALT Administration Updates

IMPORTANT – TIME SENSITIVE INFORMATION

On February 2, 2009, the 2009 PAWS-ALT Portfolio of Student Work (PSW) testing window opens, followed by the testing window for the Student Performance Events (SPE), March 2, 2009. The following information, updates, and material postings are provided to promote a well-organized administration of the 2009 PAWS-ALT and need to be provided to all persons serving as Building Test Coordinators, Test Administrators and Second Scorers:

- ◆ 2009 PAWS-ALT administration materials were delivered to schools on January 16, 2009. The Building Test Coordinator's Manual provides details about the receipt and distribution of materials and ordering additional materials.
- ◆ The Building Test Coordinator is to schedule and manage the activities of Test Administrators (Special Education teachers and other certified school personnel) during the PAWS-ALT testing period, monitor the test administration, maintain the security of PAWS-ALT test materials, and assemble and return test materials to Questar's Scoring Center.
- ◆ Phase I and Phase II Training Requirements must be completed by Test Administrators and Second Scorers prior to the administration of the test (Superintendent's Memorandums No. 2008-144 and No. 2008-179).
- ◆ 2009 PAWS-ALT Frequently Asked Questions and Mathematics and Science Assessment Target presentations will be available February 2, 2009, at www.k12.wy.us under the PAWS-ALT link. All Test Administrators are to view the Assessment Target presentations to support the accurate administration of the PSW of the 2009 PAWS-ALT.
- ◆ Electronic versions of the Entry Forms associated with the Portfolio of Student Work of the 2009 PAWS-ALT are currently available at www.k12.wy.us under the PAWS-ALT link.

Please contact Charlene Turner at cturne@educ.state.wy.us or (307) 777-7322 if you have questions.

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